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STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL HOMELAND SECURITY

Meeting Minutes, May 27, 2004

Idaho State Police

Members Present:

- Chair R. Mark Lockwood, ICOPA
- Vice-Chair Jerry Goetz, FBI
- R. Dan Charbonneau, ISP
- Dia Gainor, IDHW
- Stephen V. Southwick, Idaho Sheriff
- Joe Roche, Department of Administration
- Jaime Herrera, IDOC
- Bruce Allcott, Idaho Fire Chiefs Association
- Bob Burke, IDL
- John Cline, BHS
- R. Scott Reese, Mayor, City of Blackfoot

Staff:

- Dodie Collier, Project Manager, SIEC

Guests:

- Les Shadduck, Ada County Sheriff's Office
- Bart Hamilton, Ada County Sheriff's Office
- Kevin B Young, Mountain West Communications
- Kit Eldredge, Ma/Com
- Bruce Branlund, Motorola
- Nathan Bentley, Idaho GIS Coordinator (ITRMC)
- Stan Passey, ISP
- Scot Maring, Idaho Department of Administration
- Jim Forgy, SAIC/ICTAP
- John Sutton, SAID/ICTAP
- Bob Cagle, SSC SD/ICTAP
- John Marabeas, ICTAP
- Nick North, SAIC/ICTAP
- Ed Emmel, City of Boise

Welcome/Introductions – Chair – Chief R. Mark Lockwood

Chair Lockwood called the meeting to order at 9:00 a.m., and an attendance sheet was passed around to all members. Attendees introduced themselves.

Review & Approve Minutes

Review and approve minutes from April 22, 2004 meeting. Correction as follows:

Page 1, Chief Marbach should read Chief Lockwood.

Motion made by Southwick to accept minutes as corrected, seconded by Cline. Motion passed.

Outreach Committee Up-dates – Dia Gainor

Gainor presented an update on the Outreach Committee. The committee has developed two products, the SIEC brochure and the SIEC DVD. These products are the first generation of three generational messages planned by the Outreach Committee. The brochures will go to print the week of June 1, and the DVD will go into reproduction the week of June 7. ICTAP has volunteered to create 25 copies of the DVD for the SIEC's use. The brochure and the DVD provide language and testimonial from statewide public safety responders themselves. The Department of Health & Welfare will cover the costs of the initial printing of brochures. The brochure and DVD release were planned to correspond with the arrival of the Project Manager. These pieces will be used by Council members attending various related meetings and conferences throughout the summer and fall, a 6-9 month lifespan. Gainor asked the Council to be thinking of what they would like to see in the second-generation message.

Chair Lockwood called for a motion to adopt and authorize the Outreach Committee to move forward with the project as it stands and the (brochure) presented.

Motion, Alcott. Discussion: Charbonneau recommended the website be mentioned in the body of the brochure, this creating the multi-generational message for interested parties to monitor the SIEC website. Cagle recommended that in the second generation, stress that interoperability is the ability to get the information you need and that information can be better processed. The motion was seconded by Cline. Motion passed.

Gainor continued with discussion of the SIEC DVD. The Governor provided a taped interview for the DVD, May 26, in an effort to capture the "call to action" the Governor had previously provided the Council in December 2003. A subsection of the DVD will be presented at the end of the Council's meeting. Gainor asked if the Council would be comfortable with the Outreach Committee approving content of the DVD rather than wait until the June meeting, this would allow for distribution at various related meetings and conference occurring in June. Cline recommended that the Chair review the DVD, and that the Outreach Committee has executive authority to authorize. Charbonneau recommended that the Council review the excerpt at the end of the Council meeting, then give Gainor the authorization to proceed. Alcott agreed with Cline, whatever it takes to get it out on time. Chair Lockwood agreed that the committee members have the know-how to authorize. Goetz referred to the looming deadline for editing, not having the resources of the video production team after June 4. Consensus was that the Council would review the excerpt at the end of the Council meeting, then the Outreach Committee would have final authorization.

Gainor asked Collier the best way for the Council to list the upcoming meetings; Collier asked that e-mails be sent, she will compile and send to the website.

Gainor asked the Council for upcoming meeting dates:

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- Idaho Association of Commissioners and Clerks: June 8-10, Salmon
 - Idaho Association of Cities, Fire Chiefs and Police Chiefs: June 16-18, Boise
 - Nat'l Assoc Sheriff : June 26-30, Seattle
 - ITRMC: June 30, Boise
 - APCO/NENA State Chapter: July, Coeur d'Alene

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- Nat'l Govs: July 16, Seattle
 - Idaho Association of County Treasurers: August 1-5, Nampa
 - Idaho Association of County Recorders and Clerks: August 16-18, Rexburg
 - Idaho Association of County Assessors: August 24-26, Idaho Falls
 - Idaho Association of Counties: September 19-23 Coeur d'Alene
 - Idaho Association of Highway Districts: November 10-12, Coeur d'Alene
 - Idaho Association of Counties, Board of Directors: December 2, Boise, Grove Hotel
 - Corrections Administrators
 - FBI NA Mon-Ida Chapter Re-trainer: September, Coeur d'Alene
 - DHS County meetings
 - DHS state conference
 - Lands Maintenance Engineers
 - Regional EMS conferences
 - Public Health Districts
 - SIEC conference
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Members will e-mail Collier with association meeting dates and contact information.

Charbonneau told the Council that Byron Diehl (ISP) can get a quote on DVD costs. Gainor recommended that Council members self-identify as to who will serve as the Council's representative at these various meetings, Chair Lockwood recommended sending a DVD to those associations that have already met, with a cover letter, which needs to be developed with solid talking points. Burke pointed out that there is an aviation association called Safecom. The Outreach Committee will continue working on talking points, opening and closing comments for members presenting the DVD, and a cover letter to accompany mailed DVDs, as part of the second-generation strategy. Other thoughts on the second-generation strategy include: address with the agencies that funding mechanisms will be put in place where all will benefit; provide definitions and terminology targeting lay folks; Alcott recommends strategies for agencies to be thinking about, what can they be doing, buying, for instance, equipment that is P-25 compatible/compliant, and what does that mean? What does the Council want the agencies to be doing? Address key components that agencies need to understand in preparing for the future. Chair Lockwood told the vendors at the meeting that they could play a part in getting the message to the agencies on what the future holds; vendors want to be kept aware enabling them to guide clients in the direction of the Council. Branlund told the Council that agencies are looking for a vision from the Council. They also want to know what band the state will be operating under, as radios will last 15-20 years. Chair Lockwood said the second-generation messaging will deliver the "plan" and how that plan will be implemented. Passey recommended FAQs be placed on the SIEC website with answers from the SIEC's sub-committees. This allows agencies to ask questions, with our sub-committees answering. Oregon put together 10 things that agencies can do today to aid interoperability, Branlund will get this information and provide it to the SIEC. Eldridge stressed the educational aspect of this process, the FCC changes that are taking place, what the state is doing. Safecom has a link for FAQs as a sample. Gainor mentioned making sure the message is also targeted to the technical-oriented individuals. Chair Lockwood said reference agencies to the FCC site where they will find technical information, and that Vice-Chair Goetz's committee can also provide technical information. Eldridge mentioned that vendors have resources to aid in this task.

Data Rates – Joe Roche

Roche presented a “Report on Data Rates”, see SIEC website for PowerPoint presentation. Examined were points in regard to the use of 700MHz. In the mid-90’s the Public Safety Wireless Advisory Committee examined public safety spectrum needs through 2010. From that came a 600-page report that summarized current spectrum is inadequate, and data allows public safety users to do their job more effectively. Data communication needs are expected to grow, in particular, video. Data transmission may include, facsimile, fingerprints, mug shots, medical imaging, and motion video. Millions of bits of information are contained in these transmissions. These transmissions can be reduced through the use of narrow banding. Highlighted areas included how data bands affect interoperability, and the amount of spectrum available in each band. Some of the information presented Roche received from 700MHz Chair Kerns in Washington State. Roche described how TIA 92 – SAM (Scalable adaptive modulation) affects data transmission in 700MHz.. The FCC has set specifications in narrow banding, which the use of SAM meets. Roche presented a video on Motorola’s Project Greenhouse. Cline told the Council that technology has changed and today’s first responders are accustomed to using tools that are technologically driven. This must be a consideration in the Council’s decision making. Roche mentioned that the National Communications Council recommended to the FCC adoption of the SAM standard, and the FCC required equipment is capable of operating in the interoperability spectrum using this standard. Roche stressed that there be a plan to address interference considering that 4.9GHz can be applied for by multiple jurisdictions within the same area, and those applications are currently being granted. The 700MHz Regional Planning Committee (RPC) is writing a plan for the use of 4.9GHz in Idaho. Roche reviewed the rules for use of 4.9GHz. Motorola is developing equipment in this band. Washington State is developing their 4.9GHz plan based upon a national template. Roche provided an example of Post Falls Idaho’s plan for use of 4.9GHz; likewise for the City of Boise. Policy, Standards and Outreach considerations were provided for the SIEC. Roche recommended developing a 4.9GHz fact sheet for outreach & educational purposes.

Region 12, 700 MHz RPC Up-date - Dodie Collier

Collier presented highlights from the 700MHz RPC meeting, May 19, 2004, in Pocatello. In brief, the Department of Defense gave a presentation on land/cell calls from citizens to PSAPs regarding suspicious airborne activities; an update on RPC activities throughout the state, with sub-committee reports (see SIEC website for meeting notes); an overview of the Bannock County 700MHz project; and the 700MHz Chair election results. Hamilton and Shadduck mentioned the Boise PD, Garden City PD, and Meridian PD, six fire departments and the county EMS will be utilizing 2.4GHz, as is the Ada County Sheriffs Office, short-term.

Public Safety Bands Comparison – Tech. Assessment Comm. Vice-Chair Jerry Goetz

The Technical Assessment Committee was asked by the Council to provide information on the frequency bands available to the State of Idaho, UHF, VHF, 700MHz and 800MHz. Vice-Chair Goetz provided a PowerPoint presentation (see SIEC website), with propagation maps that examined coverage of these various frequencies on Chinese Peak and Flattop. Also examined were the pros and cons of each band using existing equipment. Though the coverage for VHF appeared best, with additional sites 700MHz would fill the coverage area. Also, there is limited room for growth in UHF. Most agencies in the state are currently using UHF; this will not allow for growth or building penetration. Goetz mentioned how available funds for additional sites will be a factor when considering the use of 700MHz. Chair Lockwood mentioned that narrow banding would affect interference on the current frequencies used in the state. Southwick expressed concern for agencies lying in the fringe of a 700 MHz communication area; Goetz responded another site would be necessary. Burke asked if a multi-band width system could be utilized, Goetz responded there is a way to interface VHF with 700MHz. Alcott referred to



engineering that would make this possible, but he has heard of coverage problems occurring in 700/800MHz. Cline emphasized that most of the state is federally owned, thereby making repeater site locating a challenge, but this can be addressed through planning. A mix of frequency use was suggested as part of the trunk system. Chair Lockwood mentioned that planning must take place with everyone involved, this is not a matter of putting a system in place and hope it meets the needs; the foundation the Council lays now, may afford the state options in the future. Alcott stressed that engineering be conducted to determine which frequency will work where. ICTAP has offered to do the feasibility study and create a model for various frequency usages. Branlund told the Council that Project 25 trunked works with any frequency as long as a repeater site is near, this can be considered in a study; trunked is the best use, as it allows for data and voice. Chair Lockwood told the Council that if agencies need equipment now, for them to make the purchase, just be thinking of the future interoperability of the purchase. Cline reminded the Council that radios will be at 6.25GHz in the near future; this will be costly for UHF users, another reason going to 700MHz make sense. Passey mentioned that range will decrease as UHF is narrow banded; when digital takes over, range will decrease even more.

The Council crafted the following motion, made by Gainor and seconded by Alcott:

“The SIEC will initiate a feasibility study of coverage and compatibility of existing two-way public safety radio systems and evolution to a P25 trunked system operating on a primary backbone of 700 MHz. This study should specifically address on-going interoperability options that would enable existing UHF and VHF users to function on the system.”

Motion passed.

Up-dates/Questions and Answers – ODP Group

Marabeas walked the Council members through the function of the on-line inventory survey. Approximately 33 of 500 surveys sent out have been returned. Shadduck & Passey had concerns about the form, the user having the ability to add fields beyond the fields in the design. Marabeas will work with Passey, Shadduck and other Council members on design issues. Collier will begin an outreach effort to gather the rest of the information, pointing responders to the website.

Miscellaneous:

Chair Lockwood informed the Council he would be presenting the Governor with an SIEC “report card” in June.

Planning for next meeting & Adjournment – Chair Lockwood

The next meeting will be held at Idaho State Police, Cafeteria Conference Room, June 24, 2004, 9AM-3PM.